

Banbury Town Council

Mark Hassall ACMA, MA
Town Clerk & RFO



The Town Hall
Bridge Street
Banbury
Oxfordshire
OX16 5QB

Tel: 01295 250340

Our Ref: PL14052025

Your Ref:

Please ask for: Helen Durkin

Email: helen.durkin@banbury.gov.uk

Date: 06 May 2025

To: All Members of the Planning Committee

You are hereby summoned to attend a Meeting of the **PLANNING COMMITTEE** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **WEDNESDAY 14 May 2025 at 6.30pm**, for the transaction of the following business:

A handwritten signature in black ink, appearing to be 'Mark Hassall'.

Mark Hassall
Town Clerk & RFO

BUSINESS TO BE TRANSACTED

1. Apologies for absence

Contact Helen Durkin (01295 250340).

2. Declarations of Interest

Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, the Banbury Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992 (Please refer to the notes at the end of Agenda).

Members of the Local Planning Authority are invited to declare that any views they may express at this meeting will be based on the information currently available and that their final decision (which may differ from views previously expressed) will be made at the Local Planning Authority.

3. Minutes of the last Meeting

To approve as a correct record, the Minutes of the meeting held on 26 February 2025.
(Enclosed)

4. Planning Applications to be considered

To consider the planning applications set out in **Enclosure 4**.

5. Planning Applications delegated to the Town Clerk

To note the planning applications dealt with by the Town Clerk, in consultation with Ward Members and the Chairman of the Planning Committee, as set out in **Enclosure 5**.

6. Decision Notices

To consider Decision Notices where the decision of the Planning Authority is contrary to the observations of the Town Council, as set out in **Enclosure 6**.

Notes on declaration of interest

- (i) Any Member arriving after the start of the meeting is asked to declare any disclosable pecuniary interests as necessary as soon as practicable after their arrival even if the item in question has been considered;*
- (ii) In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.*

It is not practical to offer detailed advice during the meeting.

Recording of Meeting

- (iii) Please be aware that an audio recording of the meeting may be made, as an aide-memoire for the purposes of the Clerk to ensure minutes reflect the overall tone and content of meetings, and will be deleted following the first approval of minutes.*

PLANNING COMMITTEE

Minutes of a meeting of the Planning Committee held on Wednesday,
26 February 2025 at 6.30pm at the Town Hall, Banbury.

Present: Councillor Beere (Chairman)
Councillors: Dhesi, Elugwu, Harwood and Woodward.

Other attendance: Councillor Eaton for Councillor Thornhill.

Officers: Robert Duxbury (Planning Officer)
Helen Durkin (Executive Officer)

PL.10/25

Apologies

Councillors Thornhill

PL.11/25

Declarations of Interest

Councillor Harwood declared personal interest as members of the Cherwell District Council Planning Committee.

Councillor Dhesi declared personal interest on application 25/00203/F and left the room upon reaching this application.

PL.12/25

Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the meeting held on the 15 January and 05 February 2025 be approved as a correct record and signed by Cllr Beere.

PL.13/25

Planning Applications to be Considered

The Committee considered various planning applications that had been referred to the Town Council for consideration by Cherwell District Council (CDC) and were matters that had been delegated to the Planning Committee or where a Ward Member had referred a delegated application.

Officers responded to a number of questions raised by Members.

- 24/02692F- It is recommended that Banbury Town Council do not object and support the early provision of this long-awaited facility.
 - **No objection.**
- 25/00044/F - Removal of existing building (two storey detached dwelling) and erection of replacement single detached dwelling and associated external works including parking and new highway access (self-build).
 - **No objection.**
- 25/00037/F - Change of use from C3 (residential) to C4 (HMOs) and basement to be extended downwards by approx' 1m.
 - **Banbury Town Council object to the scheme on the grounds that that the details of this conversion, with shared bathroom facilities, no provision for waste bins, and the need to lower the basement floor level suggest an unacceptable higher density development that will be detrimental to the amenities of adjoining properties and will produce a poor form of accommodation.**
- 24/03424/REM - RESERVED MATTERS to 21/03426/OUT - including appearance, landscaping, layout and scale.
 - **No objection.**

- 25/00159/OUT - Outline application portacabin (double-storey) to west of car park with all matters reserved.
 - **Banbury Town Council raise no objections to this proposal on appearance and usage terms. However, we take this opportunity to reinforce the objector's comments concerning the traffic congestion and on-street parking issues that occur at peak usage times in and around the mosque, and trust that this enlarged facility will not worsen that situation.**
- 25/00203/F - Change of Use from Class E commercial to Class F2 local community use to provide a Gurdwara Sahib - a place of worship.
 - **Banbury Town Council find it difficult to comment on this application given the lack of information accompanying it.**

To see if the apparent conflict with employment policy can be overcome we would request that they seek further information from the applicant about the past advertising of this site with an aim of convincing you and us that the site is surplus to commercial needs and could therefore be used for an alternative purpose such as a place of worship. In addition, it would be good to see details of the applicant's own past search for sites and the outcome of that search. If it could be proven that other sites are not available then that may assist in convincing you to set aside the apparent conflict with policy on the grounds that the need for the community facility outweighs the desire to retain commercial buildings in that use.

In addition, we are concerned about the apparent lack of parking on this site. No information accompanies the application on the size of the congregation (and where they come from) or how many vehicles are attracted to the existing site – although it is said that the area copes. Again, it would be helpful to see more information to allay our latent concerns.

PL.14/25**Planning Applications Delegated to the Town Clerk**

The Town Clerk had submitted a schedule containing details of planning applications which had been delegated to him in consultation with the Chairman, setting out the observations that had been forwarded to Cherwell District Council.

- 24/03267/ADV - Question whether additional advertising in this town edge site is really necessary. It could be considered to be clutter.
- 24/03290/F – No objections
- 24/03335/TPO – No objections
- 24/03275/F - Object on the grounds that the building, by reason of its size, and positioning is detrimental to the amenities of the adjacent residential property.
- 24/03378/F - The Town Council have some concern about the depth of this extension immediately on the boundary with the adjoining house. It is considered that this may be detrimental to the outlook and amenity of that house
- 25/00060/ADV – No objections
- 25/00093/F - Banbury Town Council have some concern about the impact of the extension upon the outlook and residential amenity of no.12 Prospect Road from the "agreed" party wall part of the extension
- 25/00014/F – No objections
- 25/00105/F – No objections

- 25/00137/F – No objections
- 25/00121/F – No objections
- 25/00148/F – No objections
- 25/00134/F – No objections
- 25/00141/F – No objections
- 25/00154/F – No objections
- 24/03272/ADV - No objections

IT WAS RESOLVED that the report be noted.

PL.15/25

Decision Notice

The Town Clerk had submitted a schedule containing details of decision notices which had been sent by Cherwell District Council which were contrary to the recommendations of the Town Council.

- 24/03021/F - Application by We-Care-Recruitment at 26 Levenot Close, Banbury. In approving the application CDC commented in their report that planning permission is only required for the first-floor side extension. It is not required for the use of the property as a small HMO. As such any issues arising from the use of the property cannot be considered.

IT WAS RESOLVED that the report be noted.

Date of next meeting – **Wednesday 26 March 2025 at 18:30pm**

The meeting ended at **7.49 pm**

Planning Applications to be considered

Application No	Applicant	Location	Proposal
25/00788/F	Steam house Bagels	Sainsbury's Local, Unit 1, Walker Road, Banbury	Use of site as cafe and proposed installation of extraction equipment
25/00204/F	A2B Castle Cars Ltd	Land Opposite Banbury Station Car Park Station Approach, Banbury	RETROSPECTIVE - Change of Use of land and erection of outbuilding for Sui Generis Use for taxi company
25/00752/F	Mr Timothy Beckett	2 Church View, Banbury	Conversion of existing dwelling to form two dwellings
25/00802/F	Mr M Hassan	25 Harlech Close, Banbury	Conversion of garage to habitable accommodation and subdivision of dwelling to form studio flat at ground floor level
25/00801/F	Ms Shofia Mumtaz	28 Orchard Way, Banbury	Erection of new two bedroom dwelling and creation of new access
25/00203/F	Mr Diljeet Singh	Unit 4, Plot 9C Thorpe Close, Banbury	Change of Use from Class E commercial to Class F2 local community use to provide a Gurdwara Sahib - a place of worship
25/00813/F	Detail Property Ltd	Shoezone, 1 High Street, Banbury	Change of Use of 1st, 2nd and 3rd floors to create 2 no. flats and reconfiguration of ground floor to 2 no. commercial units

Please note that following the consideration of delegated planning by the Town Clerk and Chairman, there may be additional plans to consider in order to meet the deadlines of the Planning Authority.

Planning Applications delegated to the Town Clerk in consultation with the Ward Members and the Chairman of Planning Committee

Processed applications -				
Application No	Address	Applicant	Proposal	Outcome
24/02967/F Revised plans	16 Bennett Drive	Dr Nicholas Peters	Two storey rear extension	No further comments
25/00220/F	23 Aston Close	Mrs Louise Helen Eyre Jamal	ingle storey front extension, two storey side extension and part single/part two storey rear extension	No objections
25/00261/F	27 Springfield Avenue	Mr Simon Owen	Part two storey, part single storey extension to rear	No objections
25/00237/TCA	22 Crouch Street	Clare Macbeth	T2 Holly Reduce height by 3m, reshape and tidy to ensure 600mm clearance from the building. T3 Holly Reduce height by 3m, reshape and tidy to ensure 600mm clearance from the building.	No objections
25/00263/F	86 Hillview Crescent	Miss Alexandra Endicott	RETROSPECTIVE - Change of Use to a 'mixed use' property to incorporate our businesses being run from home	Some concern about the possible maximum level of usage in a day if both uses running at full capacity. This may take the overall level of movements to a level that is detrimental to the residential amenities of nearby properties .However I see that this is retrospective , so has effectively undergone a trial period and therefore subject to there being no objections from the neighbours we believe that these uses may be acceptable.
25/00251/F	338 Bretch Hill	Vasil Kostov	Two storey rear extension	In our opinion this is overdevelopment of the site which will have a detrimental impact upon the residential amenities of the adjacent properties by reason of overshadowing and over domination. Further more the extended 4 bedroom property would be left in inadequate rear amenity space and therefore produce a substandard form of development.
25/00204/F	Land Opposite Banbury Station Car Park Station Approach	A2B Castle Cars Limited	RETROSPECTIVE - Change of Use of land and erection of outbuilding for Sui Generis Use for taxi company	Could you please explain some issues associated with this application - is the permission sought for a temporary period? and if so how long? -is the remainder of the red edged site to be used for taxi/car parking? -how does this proposal sit with the proposed improvements for access via Tramway? We would welcome the opportunity to make further comments once these queries are answered
25/00386/F	170 Bloxham Road	Mrs Ruth Newton	Single storey front extension	No objections
25/00405/F	10A Reid Close	Mrs A Waters	Installation of solar panels to front elevation of roof	No objections
25/00309/F	23 Levenot Close	Elme Property Development Ltd	Conversion of existing dwelling to create 2 x 1 bed apartments	Please ensure by condition that adequate noise insulation is installed at first floor on the kitchen/living room connecting wall to avoid disturbance to the adjoining property's bedrooms. Other wise no objections.
25/00286/F	49 Riley Drive	Mrs Isabel Bower	RETROSPECTIVE - Air conditioning unit for kitchen and lounge, with air conditioning condenser box outside	No objections
25/00389/ADV	Unit 2, Southam Road	Logicor Logistics 101 Ltd	Installation of 1 No non- illuminated permanent fascia sign and erection of 1 No non-illuminated temporary marketing roadside sign	No objections
25/00228/F	77 Springfield Avenue	Mr Jonathan Court	Single storey front and rear extensions and replacement garage to the rear	No objections to the rear extension. We consider that the front extension and the new garage are overly large and will detract from the amenities of adjacent residents, and in the case of the front extension from the character and appearance of the locality
25/00494/TCA	57 Oxford Road	Mr & Mrs Jones	Apple (T1) - Re-pollard back to previous, removing approximately 3 metres of growth. Cherry (T2) - Re-reduce by approximately 2 metres. Apple (T3) - Re-reduce by approximately 1.5 metres. Holly (T4) - Crown lifting the holly along the west boundary of the front garden to approx 3 metres above the footpath	No objections
25/00500/F	50 Fowler Road	Mr Talib Hussian	Single storey side extension (disability)	No objections
25/00514/F	16 Grimsbury Drive	Mr Adnan Ghafoor	Garden room annex	This building is large enough and internally configured so that it could function as an independent dwelling. If it were so used it would be detrimental to the amenities of adjacent properties. No objection if only to be used as ancillary to the main house.
25/00587/TCA	15 Albert Street	Rendage Perera	T1 x Lawson Cyprus- Reduce by 5m to reduce top weight	No objections

Application No	Address	Applicant	Proposal	Outcome
24/03271/F	11 Farmfield Road	Mr M Trebilcock	Single storey and two storey rear extension	On behalf of the Town Council I comment that in our opinion the scale of the application proposal is too large. We therefore share the concern of local residents and consider that the proposal will be detrimental to their amenities.
25/00542/F	53 Orchard Way	Ms Rajwinder Kaur	Erection of building to form annexe ancillary to the main dwelling	This large freestanding building is large enough and sited in such a position that it could function as a self contained independent dwelling. As such it would be detrimental to the amenities of properties to either side and therefore contrary to Local Plan policy
25/00581/F	129 Sinclair Avenue	Mr Mohammad Zamir	Extension of existing dropped kerb, part first floor side and two storey side, part single storey and two storey rear extension, proposed front porch and render to house	No objections
25/00603/OBL	Land For Proposed Development At Drayton Lodge Farmhouse, Warwick Road	Vistry	Discharge of S106 Schedule 4, Clauses 3 & 4 pursuant to outline planning permission 18/01882/OUT, replaced by S73 permission 22/00487/F	The Town Council assumes that the District Council intends to take ownership and control of these facilities as no approach to us has been made. If we are wrong in this assumption please contact us as a matter of urgency; otherwise no objections.
25/00604/OBL	Land For Proposed Development At Drayton Lodge Farmhouse, Warwick Road	Vistry	Discharge of S106 Schedule 4, Clauses 18.1 (Allotments) pursuant to outline planning permission 18/01882/OUT, replaced by S73 permission 22/00487/F	The Town Council assumes that the District Council intends to take ownership and control of these facilities as no approach to us has been made. If we are wrong in this assumption please contact us as a matter of urgency; otherwise no objections.
25/00206/F	Land Opposite Banbury Station Car Park, Station Approach, Banbury	A2B Castle Cars Limited	RETROSPECTIVE - Change of Use of land and erection of outbuilding for Sui Generis Use for taxi company	The Town Council support the views of the County Council as local highway authority and also consider that the application does not provide sufficient information to allow the proposed development to be fully assessed. Information such as further information regarding the current use of the site and the use of the proposed development are required at this stage to enable us to fully assess the impact of the development.
25/00588/LB	9 Horse Fair	Bloxdent Limited	Internal alterations including removal of some of the internal partition walls, replacement of the existing rooflight to the rear elevation and installation of a new proposed conservation rooflight to the rear elevation	No objections
25/00676/TCA	49 West Street	Mr Graham Harding	T1 x Lawson- Fell. Outgrown location. T2 x Lawson- Fell. Outgrown location	No objections
25/00621/ADV	Morrisons, Swan Close Road	Motor Fuel Group Limited	Installation of proposed 7m EV illuminated totem sign.	No objections
25/00465/F	31 Meadow View	Mr Stephen Mobbs	Widen existing dropped kerb to existing parking area	No objections as there are other full width drop kerbs nearby
24/03035/F	90 Parsons Piece	Mr Pawel Walkiewicz	Addition of a garage door and walls to existing car port to create enclosed garaging	Object on the grounds that it is considered that the enclosing of a parking space as proposed would be an unfortunate precedent for the enclosure of other spaces in a haphazard way to the detriment of the overall appearance of this part of the estate.
25/00646/F and 25/00647/LB	90 High Street	Shine route Limited	New shop front and security shutter	No objections
25/00682/LB	3 Oxford Road	Mr Jon Vermont	Form internal opening at ground floor level between existing kitchen and dining room and removal of chimney breast in first floor bathroom	No objections providing that the existing chimney will remain on the roof
25/00692/F	71 Park Road	Mr T Jameson	Erection of outbuilding in the rear garden for purposes incidental to the enjoyment of the existing dwelling, to provide a garden office/workshop with wc and storage	We note that the proposed floorspace is sufficiently large to function as a self-contained unit if accommodation. Please ensure that if approved this is conditioned to remain ancillary to the use of the main house.
25/00717/F	240 Broughton Road	Mr Muhammad Akhtar	Formation of means of access and associated dropped kerb and creation of new hardstanding	Object on the grounds that a further access onto the Broughton Road within this roundabout junction is likely to be detrimental to highway safety. With no turn on-site available this is likely to require reversing on the highway in a dangerous position.

Application No	Address	Applicant	Proposal	Outcome
25/00671/F	61 Easington Road	Mr Timothy Sweetman	Formation of means of access and associated dropped kerb to enable off- road parking and change garden to create a driveway	No objections
25/00718/F	2 Wykham Place	Ms Kim McDowell	Single storey rear extension	No objections
25/00553/F	4 Caldwell Road	Miss Henrietta Rita Vaszilko	Single storey front and rear extension, insertion of side windows at GF and FF level on east elevation, conversion of amenity space on east to residential land and new brick wall to enclose land into garden	The submitted plans do not show to what extent of land the change of use applies. Is it land in the applicant's ownership? If it results in the loss of the hedgerow to the side of the house this would be regrettable.
25/00762/F	113 Danesmoor	Ms Fatmira Kay	RETROSPECTIVE - raising of front garden to level off	Objection -If this application seeks to regulate what has already been done then whilst it looks somewhat odd it is not so harmful to local visual amenities as to warrant refusal, but you will note that the neighbour claims loss of privacy.
25/00761/F	12 Winchester Close	Mr Kulwinder Dhillon	First floor front extension	No objections
25/00757/F	30 Prescott Avenue	Mr Sarfraz Hussain	Two storey side extension and first floor rear extension and demolition of existing garage	Objection - Given the alignment of the house relative to no 28, and the change in levels the proposed side extension is likely to over- dominate that adjoining house to the detriment of their residential amenities
25/00756/F	2 Arundel Place	Mr Muhammad Gulfraz	Two storey side extension and first floor rear extension. Changing existing single storey rear roof from tiles to flat roof due to leaks	Given the alignment of the house relative to no 3, and the change in levels the proposed side extension is likely to over-dominate that adjoining house to the detriment of their residential amenities
25/00674/F	Car Park Unit 4 Chalker Way	Prodrive Motorsport	To secure the Prodrive overflow car park with a perimeter fence and gated entrance	No objections
25/00782/F	Phase 2, Balmoral Avenue, Banbury	Orbit Homes (2020) Ltd	Variation of Conditions 4 (Program of landscaping works) and 7 (Visitor parking electric vehicle charging points) of 23/00667/REM. Condition 4: Details provided within Landscape & Ecological Management Plan (LEMP) approved pursuant to Condition 20 of the outline planning permission under ref. 24/00631/DISC. Condition 7: No interest from electric vehicle charging station providers has been forthcoming	With regards to original condition 7 the Town Council consider that this should not be conceded. It is important that we reach a stage where all new development includes publicly available charging points.
25/00745/F	47 Padbury Drive	Mr M Hassan	Box dormer to rear and rooflights to front elevation to facilitate conversion of loft to habitable space	This is considered to be an ugly solution to the intended roof conversion which could be improved by the use of two traditional dormers side by side
25/00778/F	Sainsbury's Local Unit 1, Walker Road	Steam house Bagels	Use of site as cafe and proposed installation of extraction equipment	No objections
25/00774/F	14 Claydon Close	Neil and Ness Maddox	Addition of box dormer over the stairs to facilitate conversion of loft space to habitable accommodation	No objections
25/00794/TPO	4 Paxmans Place	Mr Bob Everall	Tree T1 - Maritime Pine - Remove to ground, grind stump and replant with 1 No Sweet Gum (pot grown, 3-4m high) in same location	The Town Council feel that they do not have the expertise to comment on this , other than to note that the tree is not really in the public domain
25/00835/F	213 Broughton Road	Rhiannon Evans	Installation of air source heat pump to rear of property	No objections
25/00707/F	9 Gillett Road	Miss Samantha-Jane Barclay	Dropped kerb and creation of vehicle hardstanding on grass verge in front of 9 Gillett Road.	As their is already a precedent for driveways crossing the grass margins the Town Council has no objections to a further access
25/00841/F	42 Waller Drive	Mr Andrew Bourne	Single storey rear extension to garage	No objections

Planning Applications where the decision of the Planning Authority is contrary to the observations of the Town Clerk

Application No And Location	Nature of Application	Observations of the Town Council	Decision of the District Council
19/01047/OUT - Land North East Of Oxford Road West Of Oxford Canal and East Of Bankside Banbury	Outline planning application for a residential development of up to 820 dwellings; green infrastructure including formal (playing fields with changing rooms, allotments) and informal open space; landscaping and associated infrastructure including a balancing pond; on land off the A4260, with access off the existing Longford Park access off the A4260 (Oxford Road), and a new access off the A4260 (Banbury Road). All matters of detail reserved, save for access.	Object to the proposal on the grounds that 1. The increased housing numbers will compromise the ability for the BAN 12 site to deliver the expected provision for Banbury United Football Club (whose existing site in threatened by the Canalside development and their lack of security of tenure on that site) 2. It is considered that the internal access road system through Longford Park is unable to adequately cater for the anticipated traffic flows from this development and that this will consequently cause harm to the residential amenity of properties on those routes. It is suggested that strict traffic calming measures are installed in such a way to restrict their usability for other than emergency vehicles and foot/cycle/bus traffic 3. BTC seek confirmation from OCC that the revised transport impact assessment has properly assessed the junction capacities etc, and that the proposed mitigation is satisfactory	Approved after completion of Section 106 agreement
24/03271/F - 11 Farmfield Road, Banbury	Single storey and two storey rear extension	Banbury Town Council – concerned with residential amenity impacts	Approved after receipt of amended plans reducing impact up neighbour